



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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October 21, 2005

To: Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

**RECORDS AND ARCHIVES MANAGEMENT PROGRAM - QUARTERLY STATUS
REPORT (THIRD QUARTER 2005)**

On February 18, 2003, your Board instructed my Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Since our July 13, 2004 quarterly status report, we held a joint meeting of the Records and Archives Task Force and Records and Archives Coordinators to address: 1) County efforts regarding enterprise content management (ECM) as it relates to records management (the presentation was provided by the Chief Information Office and Doculabs); and 2) departmental progress, emergent issues, and questions related to development of Inventories and Retention Schedules.

The Arts Commission and the Museum of Art have completed their Inventories and Retention Schedules. Their Retention Schedules will be submitted for Board approval by the end of the calendar year as additional departments complete their documents. My staff has reviewed a number of departmental Inventories and Retention Schedules and provided preliminary comments to the following departments: Agricultural Commissioner/Weights and Measures, Alternate Public Defender, Animal Care and Control, Assessor, Chief Information Officer, Community Development Commission, County Counsel, Fire, Human Resources, Human Resources-Office of Public Safety, Mental Health, Military and Veterans Affairs, Museum of Natural History, Ombudsman, Regional Planning, Registrar-Recorder/County Clerk, and Treasurer and Tax Collector. In the coming months, we will continue to work with departments as they complete and/or refine their Inventories and Retention Schedules.

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Based on the CAO's review and comments, departments have updated completion dates and provided a current status report for their Inventories and Retention Schedules (attached). The completion dates provided are contingent upon shifts in departmental workload priorities and completeness of departmental submittals. The CAO's review will be also constrained by overlapping due dates as proposed by the departments/agencies. Additionally, the current County Records and Archives Coordinator is assuming another position in the CAO, and this Office is interviewing candidates for a new Coordinator.

The CAO has contracted for consultant assistance on evaluating our process thus far and developing General Retention Schedules that will apply to all departments/agencies. We anticipate that the consultant will begin working with the County by mid October 2005.

The next quarterly status report will be provided to your Board on or before January 15, 2006. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact Martin Zimmerman of this Office at (213) 974-1326.

DEJ:MKZ
DSP:os

c: All Department Heads
Chair, Historical Landmarks and Records Commission
ICTUS Consulting, LLC

**Departmental Status Reports on Records and Archives
Inventories and Retention Schedules**

October 21, 2005

Affirmative Action Compliance Office

Inventories are currently being refined based on comments from the Chief Administrative Office (CAO) and Retention Schedules are targeted to be drafted by early December 2005. Both documents will subsequently be submitted to the CAO for review.

Extension requested due to unanticipated workload increase related to reclassification of positions, reorganization of management staff, and preparation of job bulletins to fill vacancies. Records Coordinator has assumed additional responsibilities due to departmental vacancies and replaced the initial Departmental Records Coordinator who transferred to another department.

Completion Due Date: December 9, 2005 revised to June 30, 2006

Agricultural Commissioner/Weights and Measures

Based on CAO's preliminary review, the Inventory and Retention Schedules have been revised and were submitted to the CAO on October 4, 2005 for review. Due to the need for extensive review requirements for departmental submittals by the CAO, review of the Department's Inventories and Retention Schedules will be delayed. Additionally, the transfer of the County Records and Archives Coordinator to another position will result in a delay in reviewing the Department's submittal until such time as the position is filled by the CAO.

Extension requested due to position vacancies impacting the completion of the inventories and Retention Schedules.

Completion Due Date: November 1, 2005 revised to January 27, 2006

Alternate Public Defender

Retention Schedule legislative requirements are being reviewed by the Department and County Counsel. CAO has reviewed and provided comments on the Inventory and Retention Schedule.

Extension requested due to the Records Coordinator's involvement in a trial and the need to further research legislative retention requirements for the retention schedule.

Completion Due Date: August 5, 2005 revised to October 31, 2005

Animal Care and Control

Inventories and Retention Schedules are being revised by the Department based on CAO's review of the Department's first draft submittal.

Extension requested due to staffing reassignment of the project to a new Departmental Records Coordinator.

Completion Due Date: October 31, 2005 revised to January 31, 2006

Arts Commission

Inventories and Retention Schedules have been completed and reviewed by the CAO and County Counsel. The final signed versions have been submitted to the CAO by the Commission.

Completion Due Date: July 29, 2005 - Completed

Assessor

CAO reviewed preliminary draft of Inventories and Retention Schedules. Inventories and Retention Schedules are under review by the Department's Legal Services Division and the Records Coordinator. Both documents will subsequently be resubmitted to the CAO for review.

Extension requested due to transfer of former Departmental Records Coordinator to another department and subsequent reassignment of project to new Departmental Records Coordinator.

Completion Due Date: December 14, 2005 revised to June 2, 2006

Auditor-Controller

Inventory and Retention Schedule forms will be distributed to the Divisional Records Coordinators and meetings will be scheduled in October 2005 to address any questions or issues related to the preparation of these documents.

Extension requested due to transfer of former Departmental Records Coordinator to another department and subsequent reassignment of project to new Departmental Records Coordinator.

Completion Due Date: April 28, 2006 revised to June 16, 2006

Beaches and Harbors

No progress report received.

Extension requested due to implementation of eCAPS and the transition of Payroll and Accounts Payable functions to Shared Services.

Completion Due Date: September 30, 2005 revised to May 3, 2006

Chief Administrative Office

Inventories and Retention Schedules are being prepared by the Departmental branches.

Extension is required since the Departmental Records Coordinator is also the Countywide Records Coordinator

Completion Due Date: April 3, 2006 revised to November 17, 2006

Chief Information Officer

Inventories and Retention Schedules have been reviewed by the CAO and the Department will be revising for CAO final review and submission to County Counsel.

Extension is required; however, request and justification have not been received to date.

Completion Due Date: September 9, 2005 revised to December 1, 2005

Child Support Services

Inventories and Retention Schedules are under preparation. Both documents will subsequently be submitted to the CAO for review.

Extension requested due to unanticipated workload increase in Information Technology related to centralization of the State Distribution Unit for collection of Child Support Funds and assistance in the creation of a statewide computer system for Child Support Services. Additionally, Fiscal Management has been impacted by the implementation of the eCAPS system.

Completion Due Date: December 16, 2005 revised to April 24, 2006

Children and Family Services

Departmental Records Coordinator is currently reviewing Inventories and Branch Records Coordinators are revising their Inventories accordingly. Retention Schedules have been initiated and will be developed and reviewed by a Departmental Steering Committee and County Counsel once the draft Inventories have been completed.

Completion Due Date: June 22, 2006

Community and Senior Services

The Department plans to select Branch Records Coordinators to initiate the Inventory and Retention Schedule process. Also based on the requirements of this effort, the Department plans to recruit additional staff to manage the project.

Extension is requested due to recent organizational and staffing realignments in all three branches of the Department resulting in the need to clarify the alignment of programs, management and records coordination.

Completion Due Date: March 1, 2006 revised to July 31, 2006.

Community Development Commission

CAO provided a preliminary review of the Inventories and Retention Schedule. Based on CAO comments, the documents are being refined. County Counsel has completed an initial review of the Retention Schedules. The Commission's consultant is currently addressing issues raised by Counsel. Once resolved, County Counsel will provide a final review and then the Inventories and Retention Schedule will be resubmitted to the CAO for review.

Extension requested due to extensive review of Retention Schedules required by County Counsel and the consultant.

Completion Due Date: October 28, 2005 revised to January 10, 2006

Consumer Affairs

Inventories and Retention Schedules are being reviewed and refined for submittal of a first draft to the CAO by mid October 2005.

Completion Due Date: May 22, 2005

Coroner

No new progress report received.

Completion Due Date: June 1, 2006

County Counsel

CAO reviewed preliminary drafts of the Inventories and Retention Schedules. Departmental Records Coordinator is addressing CAO comments and revising Inventories and Retention Schedules to resubmit to the CAO.

Extension is required due to the reorganization of the Department that has resulted in realignment of management, staff, assignments, and records. Also there has been an unanticipated workload increase for the Records Coordinator related to updating the Risk Management Information System.

Completion Due Date: October 28, 2005 revised to April 28, 2006.

District Attorney

Inventories and Retention Schedules are under review by the Departmental Records Coordinator.

Extension requested due to unanticipated workload increase related to the digital archiving project, court security enhancement and on-going facilities projects.

Completion Due Date: December 22, 2005 revised to June 30, 2006

Executive Office, Board of Supervisors

Inventories and Retention Schedules continue to be prepared by the Executive Office.

Extension requested due to unanticipated workload increase, preparation of a contract for intermittent notice mailing and ballot tally services for property assessments.

Completion Due Date: December 5, 2005 revised to March 10, 2006

Fire

CAO provided preliminary review of Inventories and Retention Schedules and the Department is addressing the revisions and will subsequently resubmit their Inventories and Retention Schedules to the CAO.

Extension is required due to unanticipated workload increase related to Hurricane Katrina and Hurricane Rita.

Completion Due Date: January 3, 2006 revised to April 28, 2006.

Health Services

Inventories and Retention Schedules are being submitted to the Departmental Records Coordinator for review.

Completion Due Date: June 6, 2006

Human Relations Commission

The Commission is developing a process and procedures for collection of Inventory data which will be utilized to train staff. The Records Coordinator has begun to assess the volume of records that will need to be addressed in the Inventory. The Coordinator also plans to review applicable legislative retention requirements and appropriate record series and record titles.

Extension requested due to loss of 50 percent of support staff required to complete this project and other Commission assignments. Additionally, there have been unanticipated program responsibilities related to recent urgent crises in the Los Angeles Unified School District.

Completion Due Date: November 30, 2005 revised to April 3, 2006

Human Resources

Based on preliminary CAO review, the Department is revising Inventories and Retention Schedules to resubmit to the CAO.

Completion Due Date: April 28, 2006

Human Resources – Office of Public Safety

The Department is reviewing and revising Inventories and Retention schedules based on CAO initial review.

Extension requested due to unanticipated workload increase requiring the Records Coordinator to assume additional responsibilities including processing background investigations for contract guards. Additionally, departmental vacancies and position transfers out of the Records Unit require the need to request the extension.

Completion Due Date: November 10, 2005 revised to February 29, 2006

Internal Services

Records Coordinator is reviewing Inventories submitted by the branches.

Extension requested due to need to further refine Retention Schedules.

Completion Due Date: March 2, 2006 revised to April 13, 2006

Mental Health

Department met with County Counsel to discuss the process for reviewing retention schedules. CAO reviewed preliminary draft of Inventories and Retention Schedules. Departmental Records Coordinator is addressing CAO comments and revising Inventories and Retention Schedules to resubmit to the CAO.

Extension requested due to loss of records management staff. Department is also facing challenges in fully implementing the new Integrated System which replaces the Management Information System (MIS).

Completion Due Date: December 30, 2005 revised to August 22, 2006

Military and Veterans Affairs

CAO has reviewed draft Inventories and Retention Schedules and Department is preparing revisions to resubmit to the CAO for final review.

Extension requested due to vacancies that have resulted in the Records Coordinator having to assume additional responsibilities such as preparation of Requests for Proposals, coordination of building activities and other administrative functions.

Completion Due Date: September 23, 2005 revised to May 1, 2006

Museum of Art

Inventories and Retention Schedules have been completed and reviewed by the CAO and County Counsel. The final signed versions have been submitted to the CAO by the Museum.

Completion Due Date: July 13, 2005 - Completed

Museum of Natural History

Inventories and Retention Schedules have been completed for the Research and Collections Division based on the CAO's preliminary review. Administrative Inventories and Retention Schedules are being prepared by the Museum.

Extension requested due to the Records Coordinator volunteering for the Red Cross relief effort related to Hurricane Katrina.

Completion Due Date: October 31, 2005 revised to February 2, 2006

Ombudsman

Inventory and Retention Schedules were reviewed by the CAO and the Ombudsman is working on revisions.

Extension requested due to unanticipated workload increase related to recruiting, hiring and training of new personnel.

Completion Due Date: September 30, 2005 revised to March 29, 2006

Parks and Recreation

Departmental Records Coordinator has reviewed initial Inventories and Retention Schedules and work units are working on revisions. Department will submit to CAO for first draft review by the end of November 2005.

Extension requested due to staffing reassignments that resulted in a new Departmental Records Coordinator and vacancies that have required that the Records Coordinator assume additional responsibilities.

Completion Due Date: November 14, 2005 revised to February 27, 2006

Probation

Inventories and Retention Schedules are being prepared by the Bureaus.

Completion Due Date: June 1, 2006

Public Defender

The Departmental Records Coordinator received many of the Inventories and Retention Schedules from Branch and Area Offices by August 1, 2005; however after review and some clarifications, it was determined that all work units had not been captured in the Inventories and Retention Schedules and an October 5, 2005 extension was set to accommodate the additional work units. The Departmental Records Coordinator is reviewing documents prepared thus far prior to submittal to the CAO.

Completion Due Date: March 1, 2006

Public Library

Prior Inventory collection is being updated, reviewed and verified. Once updated, Retention Schedules will be developed.

Extension requested due to change in staffing for the Departmental Records Coordinator requiring time to acclimate to the new assignment.

Completion Due Date: December 15, 2005 revised to June 1, 2006

Public Social Services

Inventories and Retention Schedules continue to be received for review by the Records Coordinator. To date, the Records Coordinator has received 70 percent of the 134 sections tasked with completing the documents. The Records Coordinator is reviewing submittals for completeness and adherence to CAO guidelines. Obsolete records are being purged throughout the Department.

Completion Due Date: May 31, 2006

Public Works

Department continues to work on Inventories for the 28 Divisions and field/yard locations. New record series and electronic records have been identified. Retention Schedules are being updated to correlate with the Inventory records series. Legislative requirements for the records series are also being reviewed for legal compliance.

Completion Due Date: April 13, 2006

Regional Planning

CAO provided preliminary review of Inventories and Retention Schedules. Department is refining the Inventories and Retention Schedules to resubmit to the CAO.

Extension requested due to unanticipated workload increase related to the transition to Shared Services and vacancies related to the record coordinator functions.

Completion Due Date: November 2, 2005 revised to January 3, 2006

Registrar-Recorder/County Clerk

Draft Inventory and Retention Schedules were reviewed by the CAO and returned to the Department for revisions and to resubmit to the CAO.

Extension requested due to two elections, the 53rd Assembly District on September 13, 2005 and the Statewide Special election on November 8, 2005. The preparation, planning and execution for these elections is critical and time sensitive.

Completion Due Date: October 7, 2005 revised to February 27, 2006

Sheriff

The Sheriff's Inventories and Retention Schedules have been submitted to the CAO for review. Due to the need for extensive review requirements for departmental submittals by the CAO, review of the Sheriff's Inventories and Retention Schedules has been delayed. Additionally, the transfer of the County Records and Archives Coordinator to another position will result in a delay in reviewing the Sheriff's submittal until such time as the position is filled by the CAO.

Completion Due Date: January 6, 2006 revised to April 7, 2006

Treasurer and Tax Collector

Draft Inventories and Retention Schedules have been reviewed by the CAO and returned to Department for revisions. Department is preparing revisions to resubmit to the CAO.

Extension requested due to unanticipated workload increase for the Records Coordinator as a result of vacancies and additional time needed to review CAO comments and revise Inventories and Retention Schedules to resubmit to the CAO.

Completion Due Date: November 14, 2005 revised to January 23, 2006